

## Job Vacancy Announcement

Administrative Assistant  
Central Office  
Pay Grade 17, Step 4: \$12.35 hourly  
Requisition# 180805  
Position closes Friday, June 19, 2015

The Veterans Commission is looking for a full time Administrative Assistant for their Central Office located in Jayhawk Towers, Topeka, KS. This position typically works M-F, 7:30 – 4:30 PM. Position has an excellent benefits package including health insurance and KPERS retirement. You must submit all required documents in the “how to apply” section to be considered.

### **As the Administrative Assistant, you will:**

- Present a professional and courteous image as one of the first points of contact for the agency,
- Excel in customer service, both telephonic and in person,
- Provide receptionist duties to include greeting visitors, answering telephones, operating office equipment, using a personal computer and incoming/outgoing mail duties,
- Make travel reservations for central office staff and assist with travel vouchers,
- Prepare purchase orders and create requisitions in the state accounting system,
- Develop and publish the monthly agency newsletter,
- Maintain the central office outlook calendar, and
- Have the opportunity to be a team member within an agency serving veterans.

### **Key Requirements:**

You must:

- be a U.S. Citizen or National to apply for this position,
- submit your complete application and all supporting documents by the closing date of the announcement (See How to Apply Section).

### **Minimum Requirements:**

- Six months of experience in general office, clerical or administrative support work.
- Education may be substituted for experience as determined relevant by the agency.

### **Preferred Requirements:**

- Must have adequate knowledge and experience with Microsoft Office Suite.

## **Performance Standards:**

To be successful, the candidate will:

- be expected to routinely perform the position tasks with limited supervision by the end of the probationary period.

Work Schedule (typically) M-F / 7:30 - 4; may vary for purposes of training, a funeral or other reasons determined essential by the manager.

### **As the Equipment Operator you will:**

- have the opportunity to be a team member of a state veterans cemetery in Kansas,
- be responsible for the care and upkeep of buildings, grounds, maintenance and equipment,
- assist the cemetery manager with site preparation for funeral and memorial services,
- operate a backhoe to dig casketed gravesites; prepare graves for interments; backfill and tamp graves by hand in some cases; set and re-align headstones,
- on occasion, be required to assist at another state veterans cemetery location for special services.

### **Physical Demands:**

Considerable physical exertion is frequently required involving lifting and moving objects weighing over 50 pounds,

Requires moderately heavy efforts in reaching, bending in the use of equipment and vehicles,

Subject to strains from vibration and jolting from equipment,

May require long periods of physical labor such as digging graves by hand or leveling graves,

Requires lifting, bending, twisting and stooping on a repetitive basis,

Work is performed outside, subject to extreme heat and inclement weather conditions and requires long hours on mowers and tractors in a variety of weather conditions.

### **Minimum Requirements:**

- Six months of experience in equipment operation. Education may be substituted for experience as determined relevant by the Kansas Commission on Veterans Affairs.
- Must have valid driver's license at the time of appointment. Must retain an appropriate vehicle operator's license,
- Knowledge and abilities listed under Minimum Competencies Section.

### **Preferred Requirements:**

One year experience working at a cemetery.

### **Minimum Competencies:** You

must have a knowledge of:

- traffic regulations and the practices followed in the care, routine maintenance and safe operation of equipment used,
- operation of motor equipment sufficient to detect abnormal operation,
- work related agency operations, safety standards and procedures,

You must have the ability to:

- communicate, verbally and in writing,
- establish and maintain effective working relationships with fellow employees and the general public,
- operate light to heavy construction and maintenance equipment,
- make minor repairs as well as perform preventative maintenance and servicing of equipment operated,
- perform manual labor in projects related to the operation of motorized equipment,
- acquire and retain an appropriate vehicle operator's license with required endorsements.
- submit your completed application by the closing date of the announcement (See How to Apply Section).

### **Preferred Criteria:**

Knowledge of:

- agri-chemical usage and application,
- plant species, size and shape, and suitability for proposed site,
- cemetery rules and regulations, policies and procedures,

### **Ability to:**

- read, interpret and work from sketches, blueprints and specifications,
- complete concise and accurate reports and records,

- plan and organize the work of others.

**Performance Standards:**

To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position with limited supervision by the end of the probation period.

**HOW TO APPLY:**

The application process has 4 REQUIRED STEPS.

STEP 1: Register by completing the online Personal Data Form at: <http://admin.ks.gov/services/state-employment-center/job/why-register>. (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://admin.ks.gov/services/state-employment-center/sec-home/state-employment/apply>.

STEP 3: Submit your online application to the specific agency designated on this job announcement.

STEP 4: Submit additional required documents to the specific recruiter designated on this job announcement (Specifically, a copy of your DD214 showing type of discharge is required).

A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>

Include your name and job requisition number on all correspondence when submitting documents to the designated recruiter.

Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

**Required Documents:**

- Online State of Kansas Application form
- Kansas Tax Clearance Certificate (current)
- Copy of transcriptions (optional if not requesting consideration of education in lieu of experience)
- Cover Letter and Resume (optional)

**KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:**

Each applicant (to include current state employees) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

**Recruiter Contact Information:**

Name: Kim Tatum, Human Resources

Phone: 620-221-3702 FAX: 620-221-7161

[Email: kcvajobs@gmail.com](mailto:kcvajobs@gmail.com)

**How You Will Be Evaluated:**

Once you complete and submit your application materials, your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred competencies and criteria for the position.

**What To Expect Next:**

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

**Veterans Preference' Eligible (VPE):**

Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the competency factors of the position, including any preferred selection criteria established in accordance with K.A.R. 1-6-3. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager. See [jobs.ks.gov](http://jobs.ks.gov) for additional Veterans' Preference Information.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Commission on Veterans' Affairs Office is an Equal Opportunity Employer